

<u>ADVERTISING</u>		
TASK	RESULT/NOTE	VOLUNTEER
Choose ad size from Leader draft		
Edit draft text		
Ghost photo?		
Publication dates: January 5th and 12th		
Community page (publish date of <u>Dec 17th</u>): edit draft		
Possible avenues of advertising:		
ADLC Website		
Chamber website		
Art Center website		
School District website		
Forge Hotel		
other hotels/motels		
Serve lists:		
County extension office		
County employees		
Fraternal organizations		
Church Bulletins		
Plain computer generated posters		
Next AD Volunteer(s):		

<u>EVENT</u>		
TASK	RESULT/NOTE	VOLUNTEER
Sign in sheets for name/email		
Pens		
Greeter		
Speaker to:		
Welcome		
Introduce speaker		
Facilitate Q and A		
Wind-up		
Worksheets w/websites and links		
<u>EQUIPMENT</u>		
Table/easel for photos, maps, trophies, etc.		
Projector & Screen		
Microphone		
Set-up		
Clean-up		
Event recording (who, how, est. cost,,...)		
TY notes to speaker, Forge, Leader, other?		
Update of HRB Speaker Series email list		
Event recording (editing required?, invoice? posting,...)		
Next event HRB POC(s):		